

**THIS IS ACTION DOCUMENT FOR YOUR  
COMPONENT/INSTALLATION FINANCE OFFICE.**

25X1A

**SECRET** (*When Filled In*)

**CAUTION - Blank form requires  
secure storage in field.**

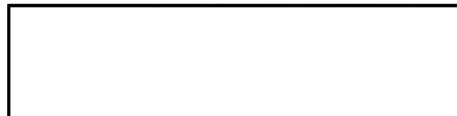
11 June 1979

To : Finance Officer  
From : Commissary Officer  
Subject: Costs DCI Conference

The following is the cost of food and labor for the DCI Conference [redacted] for the period 8 - 9 June 1979:

25X1A	.30 Breakfasts @ \$1.25 -----	\$ 37.50
	31 Dinners @ \$1.50 -----	46.50
	31 Special Suppers @ \$7.50 -----	232.50
	28 Light Snacks, cookies & Coffee -----	21.00
	Coffee, Cream, Sugar & Doughnuts -----	<u>9.30</u>
		\$ 346.80
	Overtime Labor -----	<u>197.36</u>
		\$ 544.16

25X1A



3 July 1979

25X1A MEMORANDUM FOR: Chief of Training, Budget & Accounts

FROM:

Chief, Budget & Finance

25X1A

SUBJECT: Overtime and Related Costs - DCI Conference,  
8-9 June 1979 (C)

1. Itemized below are the overtime costs incurred at the Center in Support of the above conference: (C)

25X1A	3 hrs	\$ 32.85
	2 hrs	18.04
	2 hrs	24.40
	2 hrs	25.30
	12 hrs	92.04
	9 hrs	72.81
	7 hrs	88.55
	1 hr	7.58
	5 hrs	52.00
25X1A	TOTAL	\$413.57
	43 hrs	

The following costs totaling \$544.16 are transferred to DCI Admin on [redacted] T/A No. 225 dated July 1979: (C)

GSI Meals and Labor \$544.16

2. You are requested to arrange for the proper expensing of the overtime itemized in Paragraph 1 above. (U)

25X1A

Distribution:

Orig & 1 - Adse  
1 - FO  
1 - RMB  
1 - Chrono

DERIVATIVE CL BY 010367

DECL  REVW ON Jul 99

DERIVED FROM A9c(4.1)

UNCLASSIFIED INTERNAL CONFIDENTIAL SECRET

Approved For Release 2002/05/02 : CIA-RDP81-00261R000500040027-8

## ROUTING AND RECORD SHEET

25X1A

25X1A

SUBJECT: (Optional)

DCI Conference, 8-9 June 1979 at the  
(C)

FROM:

C/B&amp;F/

936 C of C

EXTENSION

NO.

DD/  
File

DATE

3 July 1979

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

RECEIVED

FORWARDED

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA  
7D24 HQS Bldg.

B.F.Y.I.

2.

3.

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15.

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